

**22 JULY 1993**



**Command Policy**

**RELATIONS WITH CONGRESS**

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Pages: 5

Distribution: F

1. The Congress approves Air Force legislative proposals, and it authorizes and appropriates funds for Air Force programs. Because the success of Air Force programs and missions depends on congressional support, effective relations with the Congress are essential. This directive establishes Air Force policies for maintaining effective liaison with congressional committees, Members of Congress, and their staffs.
2. The Air Force will ensure that Members of Congress, committees, and their staff have the best information available for considering Air Force matters.
3. Responses to congressional inquiries and reports to the Congress on Air Force programs, operations, and requirements will be accurate and responsive.
4. The Air Force will fully justify its legislative and budget proposals to the Congress.
5. All Air Force interaction with the Congress will reflect the highest standards of integrity.
6. This directive establishes the following responsibilities and authorities:
  - 6.1. The Secretary of the Air Force has final responsibility for Air Force relations with the Congress.
  - 6.2. The Director of Legislative Liaison (SAF/LL) advises and assists the Secretary and the Chief of Staff of the Air Force on Air Force legislative affairs and congressional relations for all purposes except those reserved to the Assistant Secretary of the Air Force for Financial Management Office of Budget and Appropriations Liaison (SAF/FML).
  - 6.3. SAF/FML is responsible for liaison with the Senate and House appropriations and budget committees, Congressional Budget Office, Office of Management and Budget, and the Office of the Secretary of Defense on all Air Force budget and appropriations matters.
  - 6.4. Commanders at all echelons and chiefs of equivalent staff agencies will keep SAF/LL and SAF/FML informed on significant local involvement with Members of Congress and their staff.
7. This directive implements or interfaces with the following:

- 7.1. DoD Directive 5400.4, *Provision of Information to Congress*, January 30, 1978.
- 7.2. DoD Directive 5550.1, *Preparing and Processing of Legislation, Executive Orders, Proclamations, and Reports*, May 21, 1964.
- 7.3. DoD Directive 5142.1, *Assistant Secretary of Defense (Legislative Affairs)*, July 2, 1982.
- 7.4. Office of Management and Budget Circular No. A-11, *Preparation and Submission of Budget Estimates*, July 1992.
- 7.5. Office of Management and Budget Circular No. A-19, *Legislative Coordination and Clearance*, September 20, 1979.
- 7.6. AFI 90-401, *Air Force Relations With Congress* (formerly AFR 11-7).

**8.** See **Attachment 1** for measures used to comply with these policies.

PAUL E. STEIN , Maj General, USAF  
Director, Legislative Liaison

## **Attachment 1**

### **MEASURING COMPLIANCE WITH POLICY**

**A1.1.** Air Force policy is to provide timely, accurate responses to inquiries from the Congress. Timeliness is assessed by measuring the time between SAF/LL and SAF/FML receipt of a request for information and delivery of an answer to the Congress. Accuracy and responsiveness are measured by the number of repeat inquiries received on the same subject. Goals represent desired, achievable targets based on historical performance.

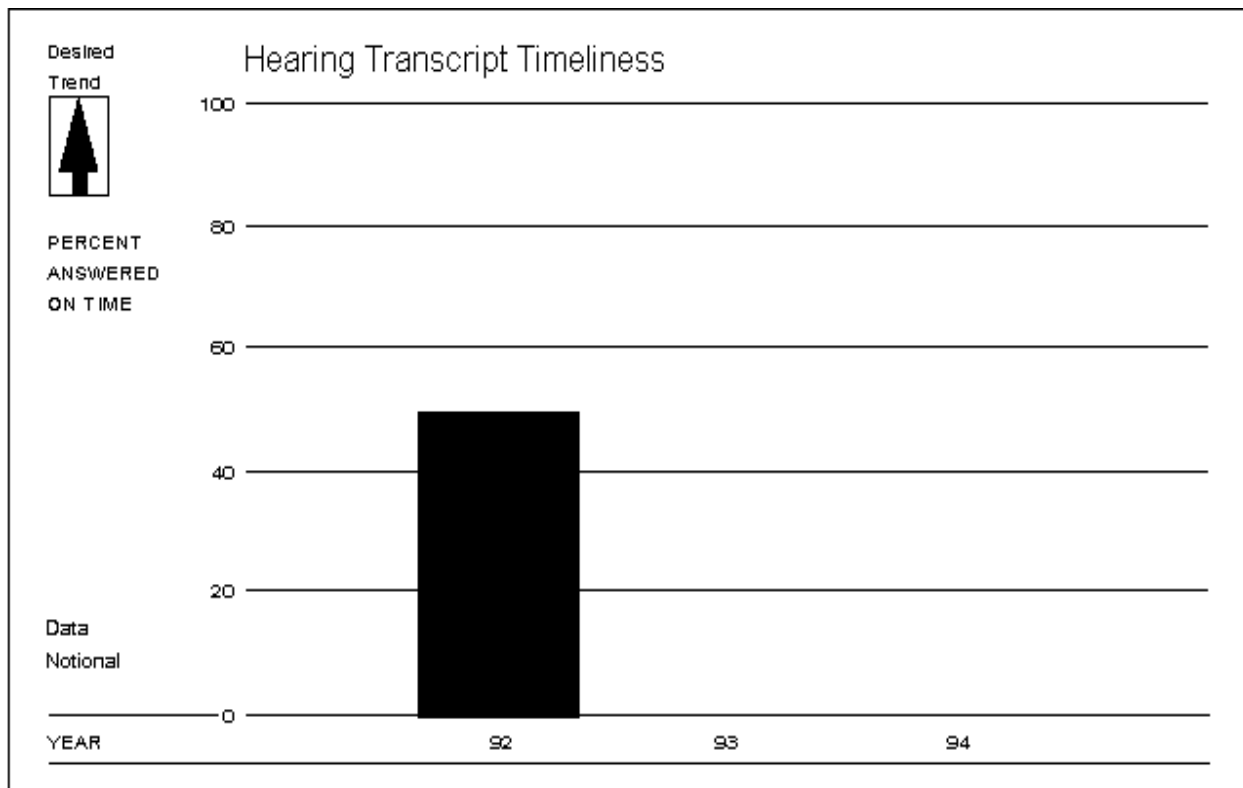
A1.1.1. Timeliness for hearing transcripts (figure A1.1) is defined as answering within 30 calendar days 100 percent of the time.

A1.1.2. Timeliness for hearing inserts (figure A1.2) is defined as answering within 45 calendar days 100 percent of the time.

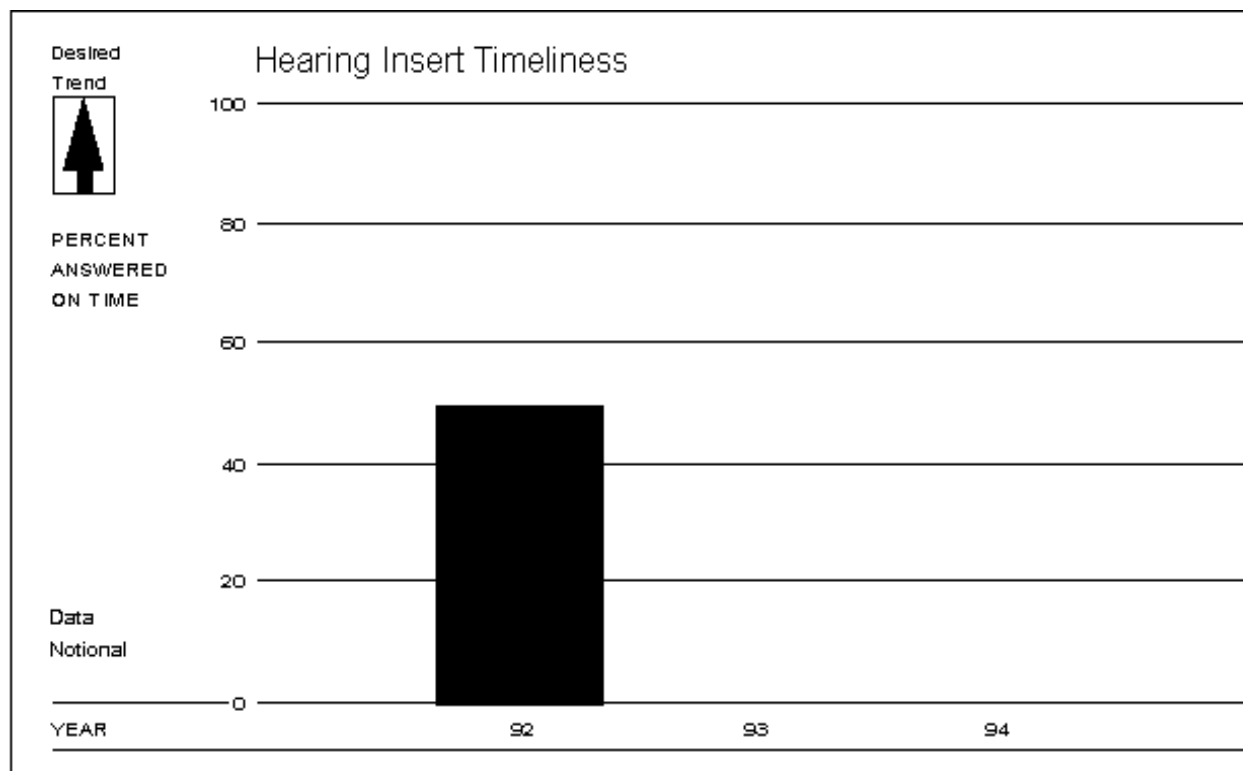
A1.1.3. Timeliness for inquiries from the Congress (figure A1.3) is defined as answering within 20 calendar days of receipt or an interim reply provided within 20 calendar days 100 percent of the time.

A1.1.4. Answers to the Congress should be accurate and complete the first time. Repeat inquiries (figure A1.4) on the same subject from the same Member of Congress indicate an inadequate answer and should be minimized. Our goal is to limit repeat inquiries to no more than 1 percent of the cases received.

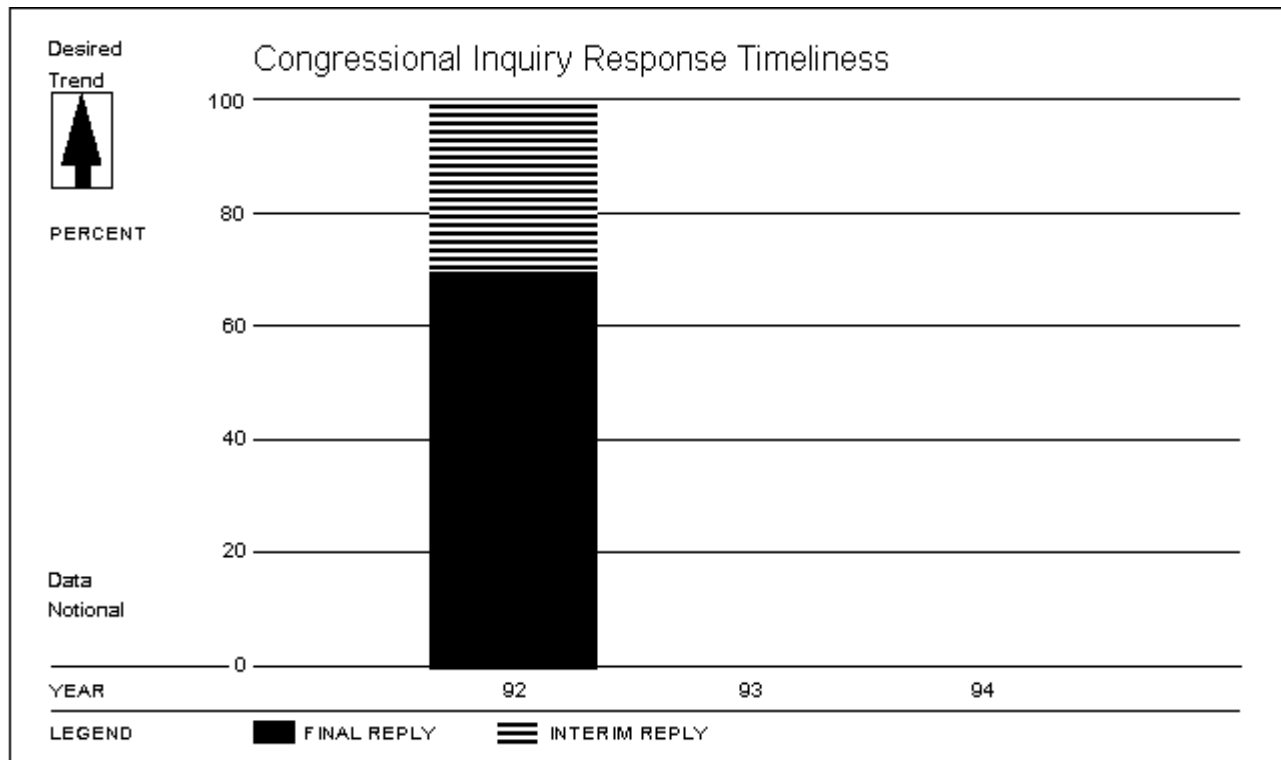
**Figure A1.1. Sample Metric of Hearing Transcript Timeliness.**



**Figure A1.2. Sample Metric of Hearing Insert Timeliness.**



**Figure A1.3. Sample Metric of Congressional Inquiry Response Timeliness.**



**Figure A1.4. Sample Metric of Congressional Inquiry Response Rework.**

